

# Administrative Director

## Office of Judicial Investigation Commission

Determines whether probable cause exists to charge judicial officers with violations of the Code of Judicial Conduct. Commission's counsel reports to the administrative director of the courts for administrative matters: administrative director may seek advisory opinions on whether contemplated actions may constitute violations of the Code of Judicial Conduct

## Division of Administrative Services

Oversees facilities, inventory and surplus, recording, and provides court reporting support

## Division of Children's Services

Assists with initiatives to improve outcomes for children and families involved in child abuse and neglect and youth services cases, including Court Improvement Program; coordinates Supreme Court civic education programs

## Division of Court Security

Oversees judicial system security and support

## Division of Court Services

Provides statistical analysis and fatality review team management; oversees family court facility leases, manages all court grants, provides training, technical assistance, and other systemic improvement initiatives

## Division of Family Court Services

Provides training and support services to family courts, judges, and staff

## Division of Financial Management

Oversees court system budgetary matters, including cost allocation, appropriations, purchasing, and credit card administration

## Division of Human Resources

Oversees court system personnel issues, payroll processing, and employee benefits

## Division of Judicial Education

Oversees training programs for all judicial officers and court staff

## Access to Justice Commission

Addresses barriers to justice faced by moderate- and low-income families, and oversees Americans with Disabilities Act issues

## Deputy Administrative Director

## Office of General Counsel

Provides legal counsel to administrative director

## Division of Legislative Analysis

Analyzes the law-making process and informs judicial officers of potential effects on the judiciary; coordinates communication between judicial officers and legislators; prepares and files all fiscal notes

## Division of Magistrate Court Services

Provides administrative support for magistrate courts, magistrates, clerks, and assistants

## Division of Mental Hygiene and Mental Health Courts

Oversees involuntary commitment and guardianship and conservatorship

## Division of Probation Services

Oversees circuit court probation services, including policy development; administers Interstate Compact for Juveniles; oversees adult and juvenile drug courts and Intensive Supervision Officers

## Division of Public Information

Issues publications and provides media information for judicial system; oversees court system website

## Division of Special Projects

Provides administrative and advisory counsel to task forces, boards, panels, and commissions dealing with social and equal justice issues; oversees foreign language interpreter needs

## Division of Circuit Clerk Services

Provides assistance to circuit clerks, provides jury management services, and oversees e-filing pilot project

## Division of Technology Services

Oversees Unified Judicial Application information system, networking, e-mail, hardware, software, technology systems management and support

## State Law Library

Provides research and reference service and instruction, document delivery, and legal workshops for the public